

## APPENDIX E

### CONSERVATION SUBDIVISION APPLICATION, SUBMISSION REQUIREMENTS AND CHECKLIST

The information listed below will be required for submissions of preliminary and final applications for Conservation Subdivisions. Please review Section 250 (Subdivision of Land) in the Cumberland Code for complete information on the processes for review.

Prior to submission of plans for Planning Board review, a pre-application meeting with the Town Planner and Code Enforcement Officer is required. The date of this meeting is scheduled for: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

#### **A: APPLICATION**

Proposed Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Accessor's Tax Map and Lot Number(s): \_\_\_\_\_

#### Property Owner's Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

#### Consultant's Contact Information.

Name: \_\_\_\_\_

Professional Designation (e.g., P.E., LLA) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Has evidence of right, title or interest in the property been provided?: \_\_\_\_\_

Has evidence of acting as owner's agent letter been provided? \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Gross Site Acreage: \_\_\_\_\_

Estimated or actual area of wetlands: \_\_\_\_\_

Estimated Net Residential Acreage: \_\_\_\_\_

Proposed number of lots: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

Proposed Subdivision Address: \_\_\_\_\_

Will the proposed subdivision be served by:

Check the ones that apply:

Public Water \_\_\_\_

Public Sewer \_\_\_\_

Private Septic \_\_\_\_

Private Wells \_\_\_\_

Submittal Requirements:

Provide all plans and supporting information in electronic format.

Provide 2 full size paper plan sets and supporting information.

Submit review fee as required.

#### **B: BASE INFORMATION/PLAN:**

The base information shall be used for the preparation of the plan for the Workshop Meeting with the Planning Board:

The base information must include the following:

- a. Scale: 1" = 10' to 1" = 30'
- b. Vicinity Map
- c. North Arrow
- d. Aerial Photo showing existing vegetation.
- e. Significant natural features (rock formations, ponds, streams, water courses, etc.)
- f. Existing Contours
- g. Approximate location of any existing trails on the subject property and the adjacent properties.

#### **C. SITE CONDITIONS:**

Describe in detail the present condition of the subject property, including any water frontage, the general slope and topography of the ground (flat, steep, percent slope, etc.), any history of vegetation clearing and timber harvesting activities and whether portions of the site are subject to flooding or ponding, etc.

- 1) Water Frontage:
- 2) Slope and Topography:
- 3) Existing Vegetation:

- 4) Hydrogeologic Features:
- 5) Flood Zone Designation:
- 6) Special Natural Areas:
- 7) Historic Features:

**D. EXISTING AND PROPOSED ZONING, USES AND STRUCTURES:**

Zoning District(s): \_\_\_\_\_

Current Use: \_\_\_Undeveloped/forested; \_\_\_Residential; \_\_\_Commercial;  
\_\_\_ Industrial; \_\_\_Public/Civic. OTHER: \_\_\_\_\_

Is the parcel in a zoning overlay district? If so, specify which one: \_\_\_\_\_

Is a mixed use (residential and commercial) development proposed? If yes, list number of residential units \_\_\_\_\_ and non-residential units: \_\_\_\_\_

**E. ACCESS:**

Is there a suitable entrance location identified that meets required sight distance or any applicable MDOT regulations? Yes: \_\_\_\_\_ NO: \_\_\_\_\_

**F. CONNECTIVITY:**

Is there an opportunity to connect this subdivision with an adjacent subdivision? If yes, describe: \_\_\_\_\_

**G. AFFORDABILITY:**

Will the subdivision include any lots for affordable housing? \_\_\_\_\_

Is there an opportunity for a Low Impact Development (LID)? \_\_\_\_\_

**H. SCENIC CHARACTER, NATURAL AND HISTORIC FEATURES:**

- (i) How will the development be located, designed and landscaped to minimize any visual impacts on the scenic character of the surrounding area:
- (ii) Will structures be visible from the existing roadways or shorelines?

**I. PRIMARY CONSERVATION AREAS: (List below and show on plan)**

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## **PLANNING BOARD WORKSHOP:**

The next step will be a Planning Board Workshop. The following items are required to be submitted:

1. Site Analysis (SA) narrative to include a general description of the property, its site constraints and opportunities, open space potential and development potential.
  2. A location map that shows the Subject Property and all abutting properties within 500' (including across roads.) Indicate ownership of all abutting properties on the plan. Show the approximate location of any known trails on the properties shown on this map.
  3. Map SA-1: An Existing Resources and Site Inventory and Analysis Plan to include:
    - Vertical aerial photography of site and surroundings.
  4. Map SA-2
    - Topography with 5' contours.
    - Slopes in excess of 20%
    - Drainage Courses and features (e.g., wetlands, PVPs)
    - Soil types
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## **PRELIMINARY PLAN**

- A. Preliminary plan location map. The preliminary plan shall be accompanied by a location map drawn at a scale of not over 1,000 feet to the inch to show the relation of the proposed subdivision to the adjacent properties and to the general surrounding area. The preliminary plan shall show all the area within 1,000 feet of any property line of the proposed subdivision. Within such area the location map shall show:
  1. All existing subdivisions and approximate tract lines of adjacent parcels together with the names of the record owners of all adjacent parcels of land, those directly abutting or directly across any street adjoining the proposed subdivision.
  2. Locations, widths and names of existing, filed or proposed streets, easements, and building lines pertaining to the proposed subdivision and to the adjacent properties.
  3. The boundaries and designations of zoning districts, parks and other public spaces.
  4. An outline of the proposed subdivision together with its street system and an indication of the future probable street system of the remaining portion of the tract, if the preliminary plan submitted covers only part of the subdivider's entire holding.
1. Preliminary plan maps and information. The preliminary plan shall be submitted in 2 copies of one or more maps or drawings which may be printed or reproduced on paper with all dimensions shown in feet or decimals of a foot, drawn to a scale of one inch equals not more than 100 feet or, for plans describing construction of required improvements, a scale of one inch equals 40 feet; drawings are not to exceed 24 inches by 36 inches. All materials must also be provided in an electronic format. All plans shall be accompanied by

the following information:

1. Proposed subdivision name or identifying title and the name of the municipality.
2. Name and address of record owner, subdivider and designer of preliminary plan.
3. Date of plan submission, true North point and graphic scale.
4. Number of acres within the proposed subdivision, location of property lines, existing easements, buildings, watercourses and other essential existing physical features.
5. The names of all subdivisions immediately adjacent and the names of owners of record of adjacent acreage.
6. The space standard and setback provisions of the Chapter 315, Zoning, applicable to the area to be subdivided and any zoning district boundaries affecting the subdivision.
7. The location and size of any existing or proposed sewers and water mains, culverts, hydrants, and drains on the property to be subdivided. This shall show the connections with existing sewer or water systems. Where public water and/or sewerage is not to be provided, alternative means of water supply and sewage treatment and disposal shall be shown, both horizontally and vertically. If on-site groundwater wells are proposed, the effect of withdrawal of groundwater may be required by the Board as set forth in this chapter.
8. If individual or collective private sewage disposal system(s) is (are) proposed, the location and results of tests to ascertain subsurface soils and groundwater conditions shall be signed and numbered by a licensed site evaluator. If a cluster system or collective private sewage disposal system(s) is (are) proposed, a hydrogeologic investigation shall be submitted meeting the sewage disposal standards as set forth in this chapter. A hydrogeologic investigation may be required by the Board for individual systems as set forth in this chapter.
9. Location, names and present and proposed widths of existing and proposed streets, highways, easements, building lines, alleys, parks and other public open spaces both within and abutting the subdivision. Grades and street profiles of all streets, sidewalks or other public ways proposed by the subdivider shall be shown.
10. Contour lines at intervals of two feet or at such intervals as the Planning Board may require, based on United States Geological Survey datum and referred to mean sea level.
11. A high-intensity soil survey shall be conducted by a certified soil scientist to identify soils within the proposed development in accordance with United States Department of Agriculture Natural Resources Conservation Service National Cooperative Soil Classification. The soil boundaries and names shall be superimposed on a plot plan of the proposed development.
12. Deed reference and map of survey of tract boundary made and certified by a registered land surveyor, tied into established reference points. Deed restrictions, if any, shall be described.
13. A surface drainage plan or stormwater management plan, with profiles and cross sections drawn by a professional engineer registered in the State of Maine, showing preliminary design of all facilities and conveyances necessary to meet the stormwater

management standards as set forth in this chapter.

14. The proposed lot lines with dimensions and suggested locations of buildings.
15. The location of temporary markers adequate to enable the Board to locate readily and appraise the basic layout in the field.
16. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.
17. The location of all natural features or site elements to be preserved.
18. A grading and landscaping plan, including natural features to be preserved.
19. Plans shall bear the seals or numbers of the registered professionals responsible for preparing appropriate sections of the plan. Surveys shall be stamped by registered professional engineers, soil surveys shall bear the numbers of a soil scientist, subsurface sewage disposal plans shall bear the number of the professional site evaluator responsible for those evaluations, geological evaluations shall bear a registered geologist's number and architectural work shall bear the architect's seal.

## **FINAL PLAN**

The final subdivision plan for a major traditional or clustered subdivision shall consist of an electronic submission and two (2) paper copies of all required application materials. All materials must also be provided in an electronic format.

The final plan shall show:

1. All of the information presented on the preliminary plan and location map and any amendments thereto required by the Board or otherwise added to the plan. Engineering plans submitted shall be final plans on which construction may be based.
2. The name, registration number and seal of the engineer, land surveyor, geologist, soil scientist, architect or planning consultant who prepared the plan.
3. Street names and lines, pedestrian ways, lanes, easements, rights-of-way and areas to be reserved for or dedicated to public use.
4. The length of all straight lines, the deflection angles, radii, length of curves and central angles of all curves, tangent distance and tangent bearings for each street.
5. An actual field survey of the boundary lines of the tract, giving complete descriptive data by bearings and distances, made and certified by a licensed land surveyor. The corners of the tract shall be located on the ground and marked by monuments as herein required and shall be referenced as shown on the plan.
6. Sufficient data acceptable to the municipal officials to determine readily the location, bearing and length of every lot line and boundary line and to reproduce such lines upon the ground. Where practical these should be tied to reference points previously established.
7. The survey of the outside boundaries of the tract and the computation of the lot lines shall be performed to an accuracy of one foot in 5,000 feet. If requested by the Planning Board, the surveyor shall furnish copies of computation sheets for outside boundaries

showing.

- a. Sketch of traverse lines.
- b. Closures;
- c. Adjustments;
- d. Coordinates; and
- e. Computation of outside boundaries.

8. By proper designation, all public open space for which offers of cession are made by the subdivider and those spaces to which the title is reserved by him.
9. Lots and blocks within the subdivision numbered in accordance with local practice.
10. Proposed homeowners' covenants and restrictions.
11. Required MDEP stormwater maintenance documents.

**D. There shall be submitted to the Board with final plan:**

1. Copies of declarations, agreements or other documents showing the manner in which open space or easements are to be held and maintained.
2. Where conveyance of public open space or easements to the Town is contemplated, a written offer to make such conveyance to the Town and written evidence that the municipal officers are willing to accept such conveyances and are satisfied with the terms and conditions of the proposed conveyance and with the legal sufficiency of the proposed transfer documents. Such written evidence shall not constitute an acceptance by the municipality of any such public open space.

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## COMPLETION CHECKLIST FOR CONSERVATION SUBDIVISION SUBMISSION REQUIREMENTS

**Waivers:** Please make a check in the *Waiver Request* column for any requested waivers. Attach a separate sheet citing the Subdivision Ordinance section number, description, and reason for the waiver request.

	Check if provided	Location of information in packet, e.g. plan #, page #	Waiver Request?
<b>General Submissions:</b>			
15 copies of plans and materials. All sheet sized to be 24" x 36"			
1"=100' scale for general plan			
1"=40' scale for construction of required improvements			
Traffic Info?			
Capacity to Serve letters?			

	Check if provided	Location of information in packet, e.g. plan #, page #	Waiver Request?
Financial and Technical Capacity (Sec.14)			
Sewer user permits required? Status?			
Deed restrictions, if any, describe on separate sheet			
<b>Cover Sheet:</b>			
Proposed subdivision name			
Name & address of record owner, subdivider, and designer of preliminary plan			
<b>Location Map:</b>			
Scale 1"=1000'			
Shows area 1000' from property lines			
All existing subdivisions			
Approximate tract lines of adjacent parcels			
Approximate tract lines of parcels directly across street			
<i>Location</i> of existing & proposed streets, easements, lot lines & bldg. lines of proposed subdivision & adjacent properties.			
<b>Existing Conditions Plan:</b>			
Existing buildings			
Watercourses			
Legend			
Wetlands			
Existing physical features (trees 10" diameter or more. Stone walls			
Trail System?			
<b>Subdivision Plan:</b>			
Date of plan submission, true north & graphic scale			
Net residential acreage calculations			
Legend			
Trail (connecting?)			
<i>Widths</i> of existing/proposed streets, easements & bldg. lines			
<i>Names</i> of existing/ proposed streets, easements & bldg. lines			



	Check if provided	Location of information in packet, e.g. plan #, page #	Waiver Request?
Boundaries & designations of zoning districts, parks, public spaces			
Outline of proposed subdivision w/ street system			
Future probable street system of remaining portion of tract.			
Opportunities for Connecting Road(s) (13.2D)			
Space and Setback of district			
Classification of road			
Width of road(s)			
Drainage type (open, closed, mix)			
Type of byway provided (8.4D)			
Names of adjacent subdivisions			
Names of owners of record of adjacent acreage			
Any zoning district boundaries affecting subdivision			
Location & size of existing or proposed sewers, water mains, culverts, hydrants and drains on property			
Connections w/existing sewer or water systems			
Private water supply shown			
Private septic shown			
Hydro-geologic study			
(option for Board)			
Test pit locations			
Well locations			
Signature & lic. # of site evaluator			
Existing streets: location, name(s), widths w/in and abutting			
Proposed streets: location, name(s), widths w/in and abutting			
The above for any highways, easements, bldg. lines, alleys, parks, other open spaces w/in and abutting			
Grades & street profiles of all streets, sidewalks or other public ways proposed			
2' contour lines			
High intensity soil survey by cert. soil scientist			

	Check if provided	Location of information in packet, e.g. plan #, page #	Waiver Request?
Soil boundaries & names superimposed on plot plan			
Deed reference & map of survey of tract boundary by reg. land surveyor tied to established reference points			
Surface drainage or stormwater mgmt plan w/profiles & cross sections by a P.E. showing prelim. design and conveyances			
Proposed lot lines w/ dimensions and suggested bldg. locations.			
Location of temp. markers in field			
All parcels proposed to be dedicated to public use and conditions of such.			
Location of all natural features or site elements to be preserved			
Street lighting details			
Landscaping and grading plan including natural features to be preserved			
Survey stamped by P.E.			
Soil surveys w/# of soil scientist			
Septic plan w/ # of prof. site evaluator			
Geological evals w/ reg. geologists number			
Architect's seal			
For Rt. One: 75' undisturbed buffer applicable to all buildings, structures, parking areas, drainage facilities and uses.			
Open Space			
Any part of parcel in a shoreland zone?			
Flood Map Number and rating?			
Stormwater Report			
Rivers, ponds, wetlands			
Historic, archeological features			
Solid waste disposal			
<b>Required Notes on Plan:</b>			
Fire Department notes			
Clearing limits note			
Re: approval limit of 90 days before recording or null p. 10			

	Check if provided	Location of information in packet, e.g. plan #, page #	Waiver Request?
Actual field survey of boundary lines w/ monumentation shown			
Assessor's approval of street names and assignment of lot numbers.			
Designation of all open spaces w/ notes on ownership			
Copies of declarations, agreements or other documents showing the manner in which open space or easements are to			
Written offer for any conveyance to the Town of open space or easements along with written evidence that the Council is willing to accept such offer			
Evidence of Outside Agency Approvals			

*As per Section 7.2 - REVIEW AND APPROVAL BY OTHER AGENCIES:*

*E. Where review and approval of any subdivisions or site plan by any other governmental agency is required, such approval shall be submitted to the Planning Board in writing prior to the submission of the Final Plan.*

Please list below all outside agency approvals that are required for this subdivision.

- **Maine Department of Environmental Protection:** *List type of permit(s) required (e.g., SLODA, NRPA (tier type?), Maine Construction General Permit, etc.)*
- **US Army Corps of Engineers**
- **Maine Department of Transportation:** *List type of permit(s) required.*
- **Maine Department of Inland Fisheries and Wildlife**
- **Cumberland County Soils and Water Conservation Service:** Required by Town.

**Other:** (Please List): \_\_\_\_\_